

# Payroll and Tax Filing Services

YOU ARE ONE STEP CLOSER TO MAXIMIZING

YOUR COMPANY'S PROFITABILITY



**PARAGON**  
Business Services, Inc.

## PAYROLL PROCESSING

It's simple! Contact your designated CSR each pay period, or report your information via one of our many electronic options. Your payroll checks and customized reports arrive by your chosen delivery method. You can submit payroll information to us via telephone, fax, email, and through our web or PC based payroll software program Millennium. Examples of items you will receive each pay cycle include:

- Payroll checks ready for signature and distribution
- Payroll summary report outlining payroll totals and tax liabilities
- Payroll register report outlining employee earnings and activity
- Check register
- Month, quarter, and year to date tax summary
- Job costing, labor distribution, and certified payroll reports
- Federal New Hire reports
- Payroll worksheets
- Detailed invoice



## TAX FILING ADMINISTRATION

Paragon can take the pressure off of you by staying on top of the changes in tax laws, and we assume responsibility for the accuracy and timelines of your payroll tax deposits and returns. Our system calculates your respective payroll tax liabilities, and we handle all of the required deposits, payments, and filings. Some benefits of this feature include:

- Deposits of federal withholding, FICA, FUTA, state withholding, SUI, disability, and applicable local payroll taxes, each deposit period
- Quarterly and annual filing of returns
- Assistance with all IRS correspondence and documentation
- We will provide you and your accountant or CPA with the proper quarterly, and annual filing information
- Your tax liability payments are collected each pay cycle to maximize your cash flow, and to assist in controlling your budgets

## EMPLOYEE PAY OPTIONS

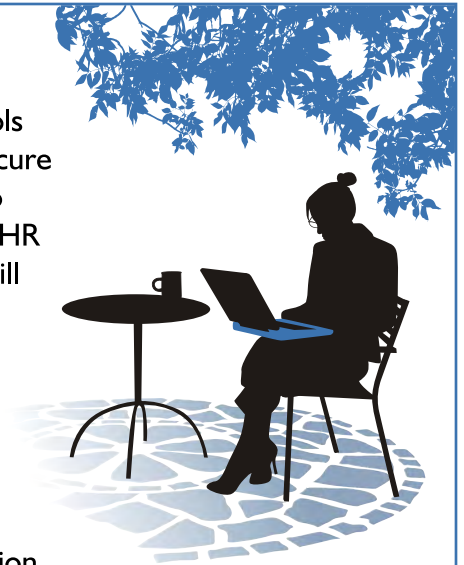
Paragon offers multiple options for delivering pay to your employees. These features satisfy the needs of employees while providing additional convenience and cost savings to employers. They also reduce stop payments, reissued checks, and non-productive calls into your HR department. Options include:

- Traditional Paper Checks
- Direct Deposit
- Paycard - Visa or MasterCard
- Employee Self Service

## MY HR SUPPORT CENTER

Our complete HR Support solution is a web-based database of HR tools and information. You will have 24 hour access to your personal and secure website, endless HR tools and information, and you have the option to access our nationwide network of HR consultants and specialists with HR On-Demand. My HR will help administer everyday HR matters, and will enhance access, reduce labor costs, and will add value to our current services. Our clients use this service with or without an internal HR department. It will provide access to federal and state specific information, legal and regulatory information, Q & A databases, Helpful Tips, monthly newsletters and weekly updates, and much more. Some of the features include:

- Employee Handbook and Procedure Manual customization
- Job Descriptions and Employment Applications
- Hiring guidelines
- Job descriptions



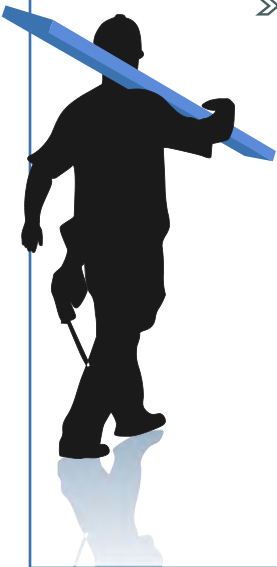
## ONLINE PAYROLL

Paragon offers the convenience of the internet to the handling of payroll information securely in a user-friendly environment. Our fully integrated payroll and HR software program, Millennium 3, will deliver secure and total control of payroll and human resource database information on an internal PC or PC network. You will be able to better manage employee benefits, personal information, employee certifications, workplace or performance issues, and much more. This software also offers the capability to produce reports, even payroll checks, on demand, at your convenience. The system is very user-friendly, and we handle the training for you. Some capabilities include:

- Update personal employee information contact and banking information, emergency contact information, dependents, complete pay history, medical and 401k deductions
- Track certifications or any type of license expirations
- Accruals
- Rates and reviews
- Tax history and much more

## EZ COMP PROGRAM

Eliminate large down payments and premium finance charges, instantly improve cash flow and save up to 20% with our exclusive Pay-As-You-Go Workers Compensation program. As a Paragon customer you will have access to a program in which you pay your premiums as part of your weekly or bi-weekly payroll invoice. We have full payroll service options, as well as report only options. Most classes of business are accepted and welcome, including roofers, construction, installers, and other high risk classes that most carriers will not accept.



## EMPLOYEE SELF SERVICE

Go paperless! We like to call this service our “Go Green” option. Employees are setup on direct deposit, and your payroll reports are emailed to you each pay period. Your employees have secure access 24 hours a day to their pay information including entire historical check stub and pay information, accrual balances, and information regarding direct deposit, demographics, and tax withholdings. They will also be able to calculate earnings over specific date ranges. Change requests can be submitted to update contact information, direct deposit changes, and other deduction related information. This option will not only save shipping costs, it will help reduce visits or calls to your HR or payroll department by employees.

## ADDITIONAL SERVICES

- » New Hire Reporting
- » State Unemployment Claims Management
- » Certified Payroll
- » Job Costing
- » General Ledger Imports
- » Employee Handbook Customization
- » EZ Comp program - pay as you go Workers Comp
- » PEO Solutions



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[www.paragon-pbs.com](http://www.paragon-pbs.com)

